

**CA-PMM**Project Name: FI\$Cal ProjectOCIO Project #: 8860-30Department: FinanceReporting Period: From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## CA-PMM

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## Team Member to Project Manager


**CA-PMM****Project Name:** FI\$Cal Project**OCIO Project #:** 8860-30**Department:** Finance**Reporting Period:** From: 11/1/09 To: 11/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	The project was reviewed by Grant Thornton (GT) , LLP in the Spring of 2009. The FI\$Cal Steering Committee accepted the GT recommendations which changed the SPR 2 milestones.	The project is required to report against its latest approval document - SPR 2.  The project schedule has been revised to reflect the implementation strategy adopted by the Steering Committee as reflected by their approval of the schedule on 6/25/09.	The project received approval for SPR 3 which reflects the revised milestones and the project roadmap for moving forward. Subsequent status reports will be based upon SPR 3 approved on 11/19/09.
2. Were any key milestones or deliverables rescheduled?	Yes	The project was reviewed by Grant Thornton (GT) , LLP in the Spring of 2009. The FI\$Cal Steering Committee accepted the GT recommendations which changed the SPR 2 milestones.	The project is required to report against its latest approval document - SPR 2.  The project schedule has been revised to reflect the implementation strategy adopted by the Steering Committee as reflected by their approval of the schedule on 6/25/09.	The project received approval for SPR 3 which reflects the revised milestones and the project roadmap for moving forward. Subsequent status reports will be based upon SPR 3 approved on 11/19/09.

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3. Was work done that was not planned?	Yes	The project review conducted by Grant Thornton, LLP, was not included in the last approved SPR.	The project review included project objectives, business requirements, governance and organization structure, sourcing strategy, project implementation approach, and the go forward roadmap.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for tasks. Tasks include an SPR, tasks associated with a Pre-Fit Gap and Fit Gap sourcing strategy, and tasks for a restructured procurement with Stages 1 and 2. Subsequent status reports will be based upon SPR 3 approved on 11/19/09.
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	Yes	The project review conducted by Grant Thornton, LLP, was not included in the last approved SPR.	The project review included project objectives, business requirements, governance and organization structure, sourcing strategy, project implementation approach, and the go forward roadmap.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining the schedule that establishes new dates for tasks. Tasks include an SPR, tasks associated with a Pre-Fit Gap and Fit Gap sourcing strategy, and tasks for a restructured procurement with Stages 1 and 2. Subsequent status reports will be based upon SPR 3 approved on 11/19/09.
6. Were any tasks or milestones removed?	No			

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7. Were any scheduled tasks not started?	Yes	Tasks such as finalizing the RFP, and conducting the software and system integrator procurement were delayed pending completion of the project review by Grant Thornton, LLP.	Delay of the schedule represented in SPR 2.	On 6/25/09, the FI\$Cal Steering Committee approved the Project to move forward with baselining an updated schedule that establishes new dates for milestones. Activities associated with finalizing the RFP and conducting the system integrator procurement have commenced based on this new schedule which will be represented in SPR 3.
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	Although the Project has filled some of the critical positions in the VMO and Admin. areas, the Project has been delayed in backfilling some critical positions in the PMO, Technology and Business Teams. Some Project Partner staffing positions are on hold pending partner funding decisions.	PMO - Reduced ability to control, monitor, track and report project activities. Technology Team - Reduced ability to provide timely IT support for staff. Business Team and Project Partners - Reduced ability to perform pre-fit gap and associated activities.	The Project has revised it's hiring plan and received approval from the Steering Committee to manage, refine, and implement the plan. Efforts continue to fill critical positions. The Project will continue to report the hiring status monthly to the Steering Committee. The Project is exploring alternative approaches to keep the schedule on track such as JADs.
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**CA-PMM****Project Name:** FI\$Cal Project**OCIO Project #:** 8860-30**Department:** Finance**Reporting Period:** From: 11/1/09 To: 11/30/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	The Project has identified staffing risks relative to Partner hiring impact to the schedule and the unavailability of knowledgeable staff.	Develop and implement mitigation strategies.

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

- The Steering Committee and the OCIO approved the Special Project Report (SPR #3).
- The Steering Committee approved the proposed selection of Wave 1 departments.
- The Steering Committee approved the proposal to exclude DGS Consolidated Fiscal Services from Wave 1.
- The Project completed the Wave 1 department readiness assessments.
- The RFO released in October 2009 resulted in no bids being selected. The RFO was re-released in November 2009 to over 60 vendors for the collection of As-Is business and Legacy technical documentation.
- The Project acquired additional space at 915 L Street to partially fulfill immediate short-term facility needs.
- The Chart of Accounts and Master Vendor File workgroups were initiated.
- The Project Executive was interviewed by John Thomas Flynn on TechLeader.TV about the Project.
- The Project conducted a Risk and Issue Brainstorming Session with all staff.
- The Partner Agency, SCO, conducted an orientation for FI\$Cal project staff and IV&V staff.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Initial Planning •Convene Steering Committee •Conduct procurement for chart of accounts analysis and acquisition assistance	1/31/06		Complete		1/31/06
Chart of Accounts and Standards and Requirements Workshops •Analyze the existing Uniform Codes Manual •Develop a strategy for statewide chart of accounts and standards •Explore market alternatives •Develop business requirements	10/31/06		Complete		10/31/06

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Special Project Report •Reevaluate project goals and statewide approach	11/30/06		Complete		11/30/06
Procurement •Develop Draft RFP	8/31/07		Complete		8/31/07
Memorandum of Understanding (MOU) •Complete MOU to provide the framework for the partnership of DOF, SCO, STO, and DGS in compliance with Budget Bill language	10/31/07		Complete		10/31/07
Special Project Report #2 •Develop SPR #2 at the direction of the Legislature in compliance with Budget Bill language	1/31/08		Complete		12/31/07
Special Project Report #3 • Develop a new SPR based on the new implementation approach and sourcing strategy approved by the Steering Committee on 11/18/09 • Approved by the OCIO on 11/19/09	12/23/09		Complete		11/19/09
Pre-Fit Gap Activities • Conduct Department Surveys • Chart of Accounts Design • Master Vender File Design • As Is Business and Legacy System Documentation	9/13/10		In process		
Release RFP	5/7/10		In process		
Award Stage 1 Contract: Fit-gap Vendors	8/6/10				
Execute Fit Gap	9/13/10				

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## Project Manager to Sponsor

Conduct Stage II Acquisition • Evaluate Proposals	12/30/11				
Award Stage II Contract • Software and System Integrator	12/30/11				

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources (lower)			x	The current resource utilization is lower than projected.
OneTime Cost (lower)			x	The current one-time costs are lower than projected.
Continuing Cost	x			

\* Items are measured against SPR3.

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Initial Planning •Convene Steering Committee •Conduct procurement for chart of accounts analysis and acquisition assistance	1/31/06		Complete		1/31/06
Chart of Accounts and Standards and Requirements Workshops •Analyze the existing Uniform Codes Manual •Develop a strategy for statewide chart of accounts and standards •Explore market alternatives •Develop business requirements	10/31/06		Complete		10/31/06
Special Project Report •Reevaluate project goals and statewide approach	11/30/06		Complete		11/30/06
Procurement •Develop Draft RFP	8/31/07		Complete		8/31/07
Memorandum of Understanding (MOU) •Complete MOU to provide the framework for the partnership of DOF, SCO, STO, and DGS in compliance with Budget Bill language	10/31/07		Complete		10/31/07
Special Project Report #2 •Develop SPR #2 at the direction of the Legislature in compliance with Budget Bill language	1/31/08		Complete		12/31/07

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Special Project Report #3 • Develop a new SPR based on the new implementation approach and sourcing strategy approved by the Steering Committee on 11/18/09 • Approved by the OCIO on 11/19/09	12/23/09		Complete		11/19/09
Pre-Fit Gap Activities • Conduct Department Surveys • Chart of Accounts Design • Master Vender File Design • As Is Business and Legacy System Documentation	9/13/10		In process		
Release RFP	5/7/10		In process		
Award Stage 1 Contract: Fit-gap Vendors	8/6/10				
Execute Fit Gap	9/13/10				
Conduct Stage II Acquisition • Evaluate Proposals	12/30/11				
Award Stage II Contract • Software and System Integrator	12/30/11				

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## Sponsor to Executive Committee

### Variances\*

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

- *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources (lower)			x	The current resource utilization is lower than projected.
One Time Cost (lower)			x	The current one-time costs are lower than projected.
Continuing Cost	x			

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## Sponsor to Executive Committee

### Monitoring Vital Signs Scorecard\*

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1	Yellow
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	Green
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1	Yellow
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1	Yellow
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	1	Yellow
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	Green	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0 Green	
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0 Green	
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0 Green	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0 Green	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	1 Yellow	
	Moderately Effective	1		
	Ineffective	2		
Total			5 G	

\* Items are measured against the new project schedule baselined on 06/25/09.

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale

The Project is in the planning phase and does not have an integration vendor.